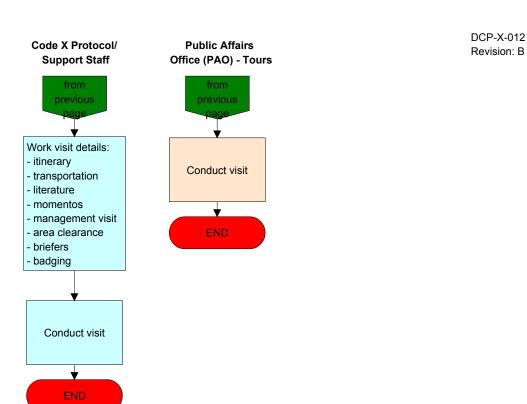
## Requester OFFICIAL VISITS TO THE CENTER **START** Dryden Flight Research Center DCP-X-012 Revision: B Request visit of Dryden Flight Research center Objectives: - to project a favorable impression about center to official visitors **Public Affairs** - to determine at what level visitors should be Office (PAO) - Tours Is this a media accommodated event? - to assist management in accommodating official visitors No - to apply protocols when handling official visitors articipation of Contact PAO for Center Director support Electronically Approved by: required? (See note 2) Associate Director Yes Code X Protocol/ Note: **Support Staff** Foreign national Visits to programmatic areas for business reasons or visits sponsored by visitor? Contact the Center an employee are not subject to this process. Yes Director's Office for support Submit (See note 1) Visitor Request Note 1: DFRC 735 per DCP-J-001 Sources of requests include but are not Foreign limited to: national - NASA administrator and AA's visitor? Yes **DFRC 735** - external affairs approved? - legislative affairs - international partners Submit Visitor No - AFFTC protocol office Request - community leaders and local government DFRC 735 per - panels, boards symposium DCP-J-001 Inform requester of decision Note 2: Yes **DFRC 735** Sources of requests include but are not approved? limited to: **END** general public non-aerospace organizations No foreign national test pilot schools - foreign nationals not on official business Work visit details: Inform requester of - AFFTC test pilot school - itinerary decision - community leaders and local government - transportation - Professional organizations - literature - momentos - management visit **END** - area clearance - briefers badging to next

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## **DOCUMENT HISTORY PAGE**

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	<u>ISSUE</u>	<u>PAGE</u>	AMENDMENT DETAILS
2/9/99	Baseline		
3-30-99 'Document History Page'.	Rev A	All	Major modification made to the flow chart. Modified this
See IDMS Document Master List	Rev B	All	Changed "Form 735" to "DFRC 735" throughout document